



The State Revolving Fund (“SRF”) Loan Program seeks an intern to provide assistance with the Drinking Water Infrastructure Needs Survey and Assessment (“Needs Survey”), basic Drinking Water State Revolving Fund (“DWSRF”) project management duties, and other duties as needed.

Title of the position:

State Revolving Fund Loan Program Internship

Hiring Agency:

Indiana Finance Authority (“IFA”)

Description of the Hiring Agency:

The mission of the SRF Loan Program is to provide low-cost financial assistance in order to construct necessary and environmentally sound drinking water and wastewater infrastructure; to facilitate statewide compliance with state and federal drinking water and waste water quality standards; to maintain a fiscally self-sufficient program as a continuing source of funding for improvement and protection of public health and water quality; and to conduct any other activity permitted by the Safe Drinking Water Act or the Clean Water Act.

The Indiana Brownfields Program (Brownfields Program) encourages and assists investment in the redevelopment of brownfield properties by helping communities via educational, financial, technical and legal assistance to identify and mitigate environmental barriers that impede local economic growth.

The IFA administers the SRF Loan Program and the Brownfields Program.

Primary Responsibilities:

1. Direct the initial phase of the Drinking Water Needs Survey;
2. Complete DWSRF Administrator project management duties as needed to maintain workflow while the permanent DWSRF Administrator is on maternity leave.

Key Areas of Responsibility:

Every four years, the Indiana Drinking Water State Revolving Fund (DWSRF) Loan Program participates in a nationwide survey of the capital improvement needs of drinking water systems. The results of the survey directly impact the Indiana DWSRF Loan Program’s national allotment. The 2011 Drinking Water Needs Survey begins in January 2011. 82 community water systems have been selected to participate.

The selected candidate will direct the initial phase of the Drinking Water Needs Survey. This includes: reviewing completed surveys for sufficiency, calling systems that have not responded, offering assistance to systems that need help completing the survey, working with other members of the SRF Drinking Water Needs Survey team as needed. The candidate will need to be highly organized and able to track the progress and details of each surveyed respondent; will need to be a creative problem solver who anticipates and reacts quickly to adjustments in the implementation plan; will need to be a tenacious data seeker, using the internet, public databases, and other resources to seek additional survey information; will need to be able to easily communicate with water system officials, by phone, email, and in person (some travel is expected); will need to have a basic understanding of drinking water infrastructure.

The selected candidate will also complete daily DWSRF project management tasks necessary to maintain workflow. This includes: acting as the main point of contact for the DWSRF Loan Program for external and internal customers, assigning and tracking DWSRF work tasks, maintaining project files, and completing various reports.

For more information, see the following websites:

[IFA Drinking Water State Revolving Fund Loan Program](#)

[IFA Needs Surveys](#)

Secondary Responsibilities:

1. Complete the IFA Brownfields Program Return on Investment (ROI) project;
2. Complete the IFA SRF Debt Service Reserve and Financial Statement Monitoring projects.

Secondary Areas of Responsibility:

The IFA Brownfields Program ROI project involves:

1. Collecting ROI data and data entry;
1. Traveling to various brownfield sites statewide to determine current site use;
2. Communicating with local government representatives;
3. Performing data analysis and preparing final/annual report, depending on experience.

The IFA SRF Debt Service Reserve project involves verifying appropriate funding in Participants' Debt Service Reserve (DSR) Funds, specifically:

1. Sending letters to all loan participants requesting balance of DSR account;
2. Reviewing community bank statements, audited financial statements and SRF loan closing transcripts to determine appropriate funding of DSR;
3. Identifying issues, resolving by calling participant, and documenting response in folder and in spreadsheet.

The IFA SRF Financial Statement Monitoring involves reviewing Loan Participants' Financial Statements, specifically:

1. Collecting and reviewing the financial statements of those political subdivisions that underwent a State Budget Agency (SBA) audit;
2. Identifying issues and documenting in tracking spreadsheet;
3. Conducting necessary follow up with SBA and /or community to resolve issues.

Qualifications:

1. Highly organized;
2. Ability to plan and execute work;
3. Creative problem solver;
4. Confident communicator;
5. Basic knowledge of drinking water infrastructure;
6. Ability to work independently and as part of a team;
7. Highly developed ability to use Microsoft Word and Excel.

Term of Employment:

Start and end dates are flexible, but generally: January 31, 2011 – July 29, 2011

To apply, send interest letter and resume to:

Bill Harkins, Technical Review Manager
State Revolving Fund
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Indianapolis, IN 46204
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Applications will be accepted until January 17, 2011.